

2023 Instructions How to Access and Ensure Completion of the County of Alameda Workplace Harassment Prevention Online Course

- California law (Government Code § 12950.1) requires all employees to complete a Preventing and Responding to Sexual Harassment and Abusive Conduct training every two (2) years.
- To meet this State mandate, you were assigned the required Harassment Prevention for California Employees **or** Supervisors Course (depending on your job specification).
- The step-by-step instructions detailed below will guide all County of Alameda ("County") employees/supervisors to access and complete the required course.

To promote sustainability, please consider viewing this job-aid electronically and print, only if necessary.

The Course has three (3) criteria for completion:

- I. View all course content.
- 2. Score 100% on all course test questions.
- 3. Spend the minimum minutes required for the course.
- To access and launch this course Login to SUMTOTAL by Clicking the following link: LEARNING MANAGEMENT SYSTEM (LMS) or cut and paste the following into a browser: <u>https://alameda.sumtotal.host/core/</u>
- 2. After logging in, from the Home Page SELECT "MY ESSENTIAL TRAINING" to find the assigned course. (This course is not available for self-registration. You will find the course listed under your Training Record as an assigned required course, available for you to complete now).



3 After selecting "MY ESSENTIAL TRAINING" you will see the required online course assigned to you. SELECT "START" TO BEGIN THIS TRAINING.

Center	SELF 👻	MY TEAM	✓ ADMINISTRATION ✓				Learning 👻	Search		۹ (୭ 😩 🍾
n	This is a list of your required and recommended training. Use the View list to filter the activities that you see below.										
Home	Search:		Help					Filter by:	View:		
Timeline			Q					Required and recommended	 All assig 	ned training	~
Library										Selected Items:	0 Reco <mark>rds:</mark> 6
			Name 🛪	Code	Priority	Assigned Date	Due Date	Last Completed Expir Date	ation date	Assignment Type	Assignment Status
		START	Document:ALCO COVID-19 Workplace Safety Training – 2023 Non-Emergency Regulations			8/11/2023				Recommended	Assigned
		START	Document:ALCO Wildfire Smoke Protection Plan & Training Tool 2021	ALCOWILDFIRE		8/4/2023				Recommended	Assigned
		START	Course:Harassment Prevention for California Employees	zalmda_01_b47_lcc_enus		11/5/2021		12/14/2021		Recommended	Attended
		START	Course:Harassment Prevention for California Emplo	lch_01_a47r_lc_enus		9/6/2023				Required	In progress

4 <u>IF your pop-up blocker is on</u>, the LMS will prompt you to **SELECT "START" AGAIN**.

🛕 Online activity is in progress. Do not close this page. You will be automatically redirected on completion.

Harassment Prevention for California Employees

We have attempted to launch the activity, but a popup blocker is preventing us from opening it. Please click the below button to relaunch the activity.
START

5 The course will open in a new window. Click "Start Course" to start. If you require web accessibility, this is where you will enable it by clicking "Enable Web Accessibility."

Harassment Prevention for California Employees
Course Number zalmda_01_b47_lcc_enus
□ Enable Web Accessibility (Chrome and Edge browsers only) What is Web Accessibility? ☑
Start Course 🖸

6 After clicking start course, the course will prompt you to accept the conditions of self-monitored training. SELECT "Agree" to continue.

Conditions of Self-Monitored Training for							
Jane M. Doe							
come to your compliance training! This training is intended to benefit you, the learner, by delivering the necessary s and knowledge to enhance your performance in today's dynamic workplace. If a test is included in your training you do not achieve the minimum required score on the test, you may revisit the course content and retake the .							
Do you agree to the following?							
 I acknowledge that I am the person listed on this page and will be the person taking the training and any required tests. 							
I may seek assistance in how to submit required responses if I am a user of assistive technologies.							
Agree Disagree							

7 Familiarize yourself with the menu options located on the left panel and the other icons below to maximize your experience. Click through topics in the lesson by using the Next Topic button. You can complete the course in multiple sessions. The course will bookmark your progress and resume from the last topic area of completion.



8 You can track your progress by selecting the "Table of Contents" link. A full green circle indicates the completion of a section, the half green and half white circle indicates that you have started a section, and the white circle indicates you have not started a section.



9 The course is complete when all the circles are entirely green indicating you've visited all content (by viewing each slide), spent the minimum time requirement, and have scored 100% on all tests. You can check your completions status by selecting the "Completion Status" button.

➢ In Progress					
Jane M. Doe, complete the course by meeting the following criteria:					
Task A: Not Complete		Task B: Completed	*		
Visit all content		Spend 1 Minutes in this course			
E View Course Content	AND	Uiew Course Content			
You've visited 0%		You've spent 8 Minutes			

10 You can print a report for your records, by clicking "**Print Report**" in the completion status tab. We encourage you to Print to PDF. Once you are done, select "**Exit Course**."

CONGRATULATIONS, YOU HAVE OFFICIALLY COMPLETED THE COURSE!

The site should now return you to the course overview. If you would like to sign out, you can do so by clicking on the Self icon at the top left of the screen.

For questions about the content of the training, please contact your Department HR Representative. For technical support, please contact the Training & Education Center at <u>ACLearningCenter@acgov.org</u> or (510) 272-6467